

THE CITY OF CARLSBAD

Invites Applications for:
ACCOUNTANT



\$51,297 - \$62,352
Annually
Plus Excellent Benefits

Filing Deadline
May 15, 2006

Test date: May 24, 2006
Interviews week of June 7, 2006

ABOUT THE POSITION

The Finance Department seeks a highly motivated individual with good analytical abilities who works well independently and with others, to perform professional accounting work, as it relates to the recording and reporting of the City's financial transactions.

Position focus is on financial reporting and general accounting, and involves working with two Accountants, a Sr. Accountant, and the Assistant Finance Director, to provide general accounting and financial reporting services to City departments. In addition, this position is responsible for preparing various monthly, quarterly and annual reconciliation schedules, financial statements, reports related to grants and other City programs, and capital project accounting. This individual will be involved in year-end activities including preparing schedules and financial statements for annual citywide and special audits, as well as the Comprehensive Annual Financial Report (CAFR). Additional areas of involvement are assessment district administration, bank reconciliations, preparation of the annual budget, development deposits, fixed asset accounting, journal and budget entries, participation in the annual goal setting for the department, and miscellaneous projects as assigned.

The position reports directly to the Assistant Finance Director, and will assist in the management of various programs within the City. The position will also be responsible for coordinating, preparing and presenting information to senior management, City Council and other groups as needed.

This is an outstanding opportunity for a confident individual who enjoys working with others in a consensus-building atmosphere and is comfortable preparing, analyzing and presenting information to various individuals and groups within the City.



THE COMMUNITY

The City of Carlsbad is a unique coastal community located 30 miles north of San Diego on seven miles of beachfront, surrounded by mountains, lagoons and the Pacific Ocean. Despite its fairly rapid growth, it retains a friendly small-town atmosphere.

Recent successes for the City include the development of Legoland theme park and a Four Seasons Resort. Carlsbad's success is not accidental. It is the result of an award winning growth management plan, an excellent tax base, stable political leadership, and an excellent management team headed by a progressive, long term City Manager. The City is expected to grow from its current population of 90,000 to 125,000 once its 42 square miles are built out.

The City incorporated in 1952 as a General Law City; however, the community's history dates back more than a hundred years. Carlsbad residents enjoy the benefits of a full service City, including its own fire and police departments, library, utilities and water services departments.



THE DEPARTMENT

With one of the City Council's core values being the economic health of the City, a major emphasis is given to fiscal concerns throughout all City departments. The Finance Department mission is to ensure that the City of Carlsbad makes sound financial decisions, and the department takes pride in accomplishing this mission by maintaining individual and departmental credibility; working together as a team while respecting each other's differences; and, consistently striving to go above and beyond expectations.

The Finance Department has approximately 27 employees, including 7 management staff. In addition to the common finance functions, department responsibilities include the administration of the annual operating and capital budgets, financial reporting, purchasing, internal auditing, accounts payable, payroll, implementation of new technologies, assessment districts, debt issues, taxes, utility and other billings, cashiering and long range planning.

THE IDEAL CANDIDATE

- Enjoys working in a fast-paced, change-oriented environment
- Enjoys working in teams
- Is innovative and likes challenges
- Possesses excellent computer skills and learns new applications easily
- Is well-organized and can manage multiple tasks and projects
- Can demonstrate initiative and resourcefulness
- Has the ability to work with other departments on Finance related issues
- Is detail-oriented without losing sight of the big picture
- Possesses strong communication skills, especially in influence or persuasion
- Possesses strong analytical skills
- Has excellent problem-solving and decision making abilities

- Is confident in their abilities
- Is able to work independently
- Can research and prepare statistical reports
- Possesses strong customer service skills
- Is flexible to work evenings and weekends as necessary

EXPERIENCE AND EDUCATION

A Bachelors degree in Finance, Accounting or related discipline (emphasis in accounting), and one to three years professional accounting experience. A CPA, CMA and/or local government experience is highly desirable.

SUPPLEMENTAL QUESTIONNAIRE

Please type and number your responses and limit to two pages. Respond to each question concisely. Resumes will not be accepted in lieu of submitting answers to this supplemental questionnaire, but should be included in addition to the required application materials.

1. List five key qualities you would bring to the position of Accountant at the City of Carlsbad. Describe why these qualities are important for this position.
2. Describe your accounting experience for the past several years. Explain the type of accounting work you have performed and the duration of the work.
3. List the word processing, spreadsheet and financial software applications that you are most familiar with. Describe the kind of documents and spreadsheets you prepared, and the level of complexity involved.

Note: During the selection process, there may be a performance test requiring demonstration of your knowledge of these applications.



BENEFITS

- 3% @ 60 PERS retirement
- Health benefits (medical/dental/vision)

- Flexible spending account
- Deferred compensation
- Paid holidays, vacation, & sick leave
- Life insurance
- Interest-free computer loans
- Tuition reimbursement

APPLICATION PROCEDURE/PROCESS

Submit an application and detailed resume outlining your experience in the finance field and/or public sector accounting by **May 15, 2006 by 5:00 PM.**

Those applicants considered most qualified will be invited to continue in the selection process, which may consist of written, interactive and oral examinations.

Please include an active e-mail address in your application/resume that we will be able to use in our communications with you throughout the selection process.

Submit application & resume to:

Human Resources Department
 City of Carlsbad
 1635 Faraday Ave
 Carlsbad, CA 92008
 Phone (760) 602-2440
 Fax (760) 602-8554
 Job Line (760) 602-2480
 E-mail: hr@ci.carlsbad.ca.us
 website : www.carlsbadca.gov

CITY MISSION STATEMENT

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work and play in Carlsbad.

City of Carlsbad
A great place to make
a living. And a life.



EQUAL OPPORTUNITY EMPLOYER

The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions contained in this announcement may be modified or revoked without notice.